

Town of Burns Harbor Sanitary Board

Minutes of Wednesday, February 17, 2016

A regular meeting of the Burns Harbor Sanitary Board was called to order by President Toni Biancardi at 7:00pm. Present at roll call were Eric Hull, Ray Poparad and James Constantine. Andy Bozak, Marcus Rogala and Rick Balunda were absent.

Also present were *Temporary Secretary* Marge Falbo, Sanitary Superintendent Bill Arney, Engineer Jeanette Hicks and Attorney Clay Patton.

Minutes

Constantine moved to approve the minutes of January 18, 2016. Poparad seconded the motion. Motion carried by all in favor vote.

Constantine moved to amend the minutes to reflect Tap for Mr. Knapps' property vs. his daughter's property. Poparad seconded the motion. Motion carried by all in favor vote.

Correspondence

None.

Sanitary Report

Bill Arney reported Lift Station 3 is still having issues with power, Gas Voda out again, took some more voltage, run down times. He stressed Phase Perfect System (add on service) would be the answer to the problems. The only issue was the cost which will be reviewed. Check price with NIPSCO also.

Poparad moved to check prices for running Station 3 only. Constantine seconded the motion. Motion carried by all in favor vote.

Old Business

None

Public Hearing

Amendments to the Sanitary Rate Ordinance.

Changes to procedures regarding payments, delinquent accounts and new service locations and/or users. Administrative tasks and putting in a deposit. The council sent it back asking further discussion of the deposit, so that was removed.

Biancardi Opens Public Hearing

Presentation of Amendment:

Four sections regarding administrative items when it comes to billing of the amendment.

- Payment books were sent out in November.
- Delinquents need to be paid in cash to avoid water being turned off.
- 2 non-sufficient fund checks would require payments in cash, money order, cashier's check.

Public comment in favor: None

Public comment in opposition: None

Closed Public Hearing

Discussion of the Board:

Jane and Lori's concerns are now resolved. If board so chooses, we will provide a favorable recommendation to the Council at the next meeting and the Council will address.

Poparad moved to approve the accept changes and favorable recommendation to the Council. Hull seconded the motion. Motion carried by all in favor vote.

New Business

Constantine moved to pay Marge for meeting. Hull seconded the motion. Motion carried by all in favor vote.

Sanitary Clerk Update

Closed taking resumes. Have over 20 applicants. Bill, Toni, Ray and Jane will compose the hiring committee. They will sort through resumes this week and then plan to conduct phone interviews next week. Plan is to hire at March meeting if all interviews are done.

Computer for Sanitary Clerk.

Board agreed to purchase a new computer vs. upgrading the old one.

Constantine moved to purchase new computer, licenses and programs. Max amount not to exceed \$1,500. Hull seconded the motion. Motion carried by all in favor vote.

Proposal for changing Sanitary Board Make-Up

Clay Patton provided a suggested change to the make-up from 7 to 5 members, one duly elected or appointed member of Burns Harbor Town Council. Three members should be residents and one nominated by facility where the plant is located (steel making facility). Three year staggered term limits which would end at the end of a calendar year. All other provisions remain the same. Stipends for members will be attended to by the Council in March. It was decided that five is a good number and all will be active in participation. Sanitary Board March 16 public hearing is scheduled and forwarded to the Council. Citizens will be on board by April.

Poparad moved set the proposal for changes to board make-up for Public Hearing in March. Hull seconded the motion. Motion carried by all in favor vote.

Residents

Wallace Knapp - 1141 Salt Creek Road

Mr. Knapp is here for 1147 Salt Creek Road and is contesting 2 tap fees for one address and 2 separate billings for sanitary service. They are being charged for 2 taps but there is only 1 tap/pipe on the property. Land plan shows residence as Buildings A and B, therefore they are receiving two bills, but in reality it is only one building and needs to be shown as a single building.

Arney warns the Sanitary Board Ordinance says you shall be billed per unit. Patton suggests drafting language to amend this so it does affect this individual or similarly situated property owners but the way it reads now, as every parcel or more than one building on a parcel that are both hooked up, or if there is more than one unit on a parcel and it seems like in this situation there are two units that are on the same parcel that are hooked up for whatever reason. Duplexes, apartment buildings, townhouses and condominiums will present another situation and language for these types of dwellings will be different from single family units. Patton suggests changes to the Ordinance if Board approves.

Biancardi remarked that Patton is suggesting an appeal process and rather than rewriting the language. An appeal would be most appropriate and then we could address all of their concerns at an appeal. Patton remarked it would help solve a problem, not create new ones. Poparad questioned resolving ERU problem this evening as 1147 only used 4,000 gallons for one billing. Knapp provided proof of rates bill. The Ordinance cites an ERU is assumed as using as using 7,000 gallons of monthly water consumption. Poparad moved to waive one ERU based on the water bill for 1147 effective March 1, 2016. Constantine seconded the motion. Motion carried by all in favor vote. We waived one ERU for their monthly building and are also asking to be refunded one of the tap funds. Patton states if directed this can be included in the Ordinance as being repaid retroactively from September 1, 2014.

Biancardi states that as of tonight the Knapps will receive one bill going forward and asked them to stay in touch with the amendment. Once the appeal is in place they can come back and appeal the second tap.

An appeal process will be put into effect (ERU and/or number of taps) and an amendment to the Ordinance will be made by Patton.

Approval of Claims with 4 or more Signatures

Poparad moved to approve claims for 4 or more Signatures. Hull seconded the motion. Motion carried by all in favor vote.

Spending Review

Poparad asked Arney about the claim booklet and questioned whether phones are dedicated dial up for emergencies. Arney said yes. Constantine asked if there were not getting readings. Arney said there was a glitch in computer and there was a need to reset phones. Comcast bill is for internet that feeds the numbers.

Delinquencies

Poparad suggests running delinquency reports every month or 30 days so it reflects more accurate data. New clerk needs to review this process. Only need to see those who are 60 days and over. Regarding shut off notices: yellow at 60 days and shut off at 90 days.

Jordan relayed to Biancardi that the County charges the Town a recording fee and a release fee for liens which is \$23.00. We can bill that back to the customer but we are not allowed to charge in excess of that amount.

Flow Report

Arney reports high flow is due to rain events. Low flow is just the way things flowing. Pumps are running. 80,000 gallons for the month, no leaks, everything is working ok.

Good of the Order of the Community & Any Other Business

Council approved Storm/Runoff class. Wesley to attend with Bill Arney on March 14-15. No cost for the class. Same hotel room. Only other expenses are food. Street will cover for that day.

Arney would like to train 3 individuals for call outs and part time procedures. Need these guys to substitute in instances such as illness, vacation, etc. Need a fall back procedure. \$15.00 per hour – same as Street Dept. Poparad motioned a part time list and the Board will address salaries at the Council level to open a category under Sanitary budget with no benefits or insurance. Individuals will split their time.

Poparad moved to approve training of 3 individuals as part time workers for Sanitary Dept. Hull seconded the motion. Motion carried by all in favor vote.

Announcements

Next Meeting March 16, 2016

Adjourn.

Poparad moved to adjourn at 8:15pm. Hull seconded the motion. Motion carried by all in favor vote.

APPROVED March 30, 2016

Toni Biancardi, President

_____, Secretary